

Village of Salado, Texas  
**Board of Aldermen**  
**Special Called Meeting and Retreat**  
**Meeting Minutes**  
8:30 p.m. Saturday, January 30, 2016  
Municipal Building, 301 N. Stagecoach Road

**Present:** Mayor Skip Blancett, Mayor Pro Tempore Fred Brown, Alderman Frank Coachman, Alderman Amber Dankert, Alderman Michael McDougal, Alderman David Williams

**Others Present:** Kim Foutz, Village Administrator; Mary Ann Ray, Village Secretary; Jack Hensley, Chief of Police; Mary Poche', Executive Director, Chamber of Commerce/Tourism Bureau.

**I. Call to Order.**

Mayor Blancett called the meeting to order at 8:30 a.m. He opened the meeting with prayer.

He explained the purpose of the retreat and encouraged members of the community to work together for the betterment of the Village.

**II. Regular Session.**

1. Discussion and possible action on Resolution R-2016.135, Texas Parks and Wildlife Trails Grant, for trails along Main Street.

Administrator Foutz explained that the deadline to apply for this grant is Monday, February 1, 2016. The grant would be used to install a trail from Van Bibber north along Main Street, turn right just north of the Wine Seller, and terminate at the Sculpture Garden. June Ritterbusch, owner of the Wine Seller, has given permission to use her easement for the trail. The grant is for \$200,000, with a 20 percent match from the Village. The proposed route fits with the Comprehensive Plan.

*Alderman McDougal made a motion to approve Resolution R-2016.135 as presented. Mayor Pro Tempore Brown seconded. The measure carried unanimously.*

**III. Workshop Session.**

Note that items on the workshop were taken out of order as listed on the agenda, and some items were combined.

2. **Staffing levels (No. 14)**

There was discussion about the need to add a part-time maintenance worker and expanding a part-time clerical position to full-time. A portion of the funds to pay for these positions would come from a reduction in the amount the contract for the supervisor of the

Stagecoach wastewater treatment plant, who has indicated that he must reduce his time at the plant. The remainder of during will come from adjustments to other line items in the budget. Mayor Blancett directed Administrator Foutz to proceed with creating the positions and finding the funds.

There also was discussion about hiring a full-time inspector to handle building permits and code enforcement.

### **3. Departmental discussion (Nos. 2 & 4a)**

- a. Chamber of Commerce/Tourism Bureau – Executive Director Mary Poche’ reported on the activities of the Chamber and Bureau. There was discussion about branding and marketing, destination packages involving golf and shopping, wayfinding signs, the electric aggregator, tourism events, and the need for more family-oriented events. Ms. Poche’ reported that the Chamber board will conduct a workshop on February 25, 2016. There was discussion about the possibility of starting a junior Chamber of Commerce organization at Salado High School.
- b. Salado Police Department – Chief Jack Hensley reported on the department’s Five-Year Strategic Plan. Administrator Foutz asked the Village Secretary to place on the rolling agenda a workshop with the BOA on the Strategic Plan. There was discussion about various activities of the department, including the Self Aid/Buddy Aid (SABA) program, firearms qualification, FEMA training, emergency planning/training, personnel, and patrol of areas outside Village limits.

### **4. Program of Work (No. 3)**

Administrator Foutz discussed the need to update the Comprehensive Plan to take the Village to the next level. The Mayor asked for a “plan of work” book that includes charts, deadlines, etc., and a calendar of BOA meetings. Administrator Foutz reviewed the activities of the Village, including difficulties with TxDOT in right-of-way acquisition for the Main Street sewer. The Mayor asked Administrator Foutz to contact TxDOT’s Waco office and try to negotiate an alternate plan for right-of-way for the sewer line. Alderman Coachman said he could go to Waco after February 15.

### **5. Salado Oaks Drive (Nos. 11 & 12)**

There was discussion about the use of Salado Oaks Drive as a point of access for the Sanctuary development. The Agreement between the Village and Sanctuary specifically states that Salado Oaks Drive and other streets can be used for access. Discussion centered on possible alternatives to the use of Salado Oaks Drive. Mayor Blancett said he would contact Billie Hanks today about an alternative plan.

There also was discussion about zoning in the various areas of annexation for Sanctuary.

**6. Wastewater / Infrastructure / New development Master Planning (Nos. 5, 6, & 7)**

Alderman Williams discussed the need to put together a Master Plan for the wastewater system improvements to use as a starting point. Mayor Blancett said he would like to have a “Plan of Action/Milestones” in place by Easter. Mayor Pro Tempore Brown suggested a quarterly newsletter that would provide the correct information to the public. Mayor Blancett charged Alderman Williams and a member of the Village staff to prepare a multi-faceted quarterly newsletter to publish in the Village Voice.

**7. Mandatory Wastewater Hook-up Policy (No. 8)**

There was discussion about offering sewer to properties outside the Village limits. The policy has been that if a property owner outside the Village desires sewer service, the property must be annexed into the Village. A plan to amortize the hook-up cost was discussed, as well as a stipulation in the hook-up contract that if the property is sold before the hook-up is paid in full, the seller must pay the cost in full.

**8. Deer (No. 9)**

The budget includes \$10,000 for the Deer Advisory Board to use. Dr. Lewis Raney has agreed to be the chairman. Mayor Blancett charged Alderman Dankert to work with Dr. Raney and the Advisory Board.

**9. Salamander and Creek Issues (No. 10)**

The U.S. Fish and Wildlife Service will provide informative signage that will be placed at the springs near the former location of the Sirena statue. There was discussion about cleaning out the springs. Two dams are major contributors to the deposit of heavy silt and rocks that inhibit flow from the springs; unfortunately, these dams are popular with tourists and locals. The Village must find a balance between federal law and best practices to maintain the springs properly and be conducive to tourism as the same time.

**10. Maintenance of Low-Water Crossing (No. 13)**

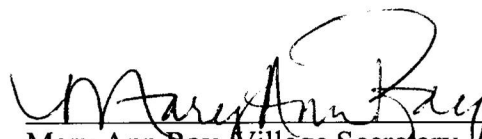
Discussion centered on the fact that until the dams are taken care of, taking out any rock at the low-water crossing will do no good and might cause even more harm. Rocks must be removed in such a way that removal does not cause eddies that would compound the problem. Alderman Dankert will talk to Clearwater Underground Water Conservation District and Will Lowery, owner of one of the dams.

**11. Salado Volunteer Fire Department (No. 4b)**

The 2016 contract is in the amount of \$36,000, no increase over the previous year. However, there is no rate increase in the contract for 2017.

#### IV. Adjourn

Mayor Pro Tempore Brown made the motion to adjourn. Alderman McDougal seconded. The Mayor adjourned the meeting at 1:25 p.m.

  
Skip Blancett, Mayor  
Mary Ann Ray, Village Secretary

**PROGRAM OF WORK  
FY 2015-16**

PLANNING			
PROJECT	DESCRIPTION	PROJECT MANAGER	STATUS
Adopt Downtown Master Plan and implementation	Adopt designs and priority list for Main Street Improvements provided by A&M. Begin implementation	Main Street Committee; City Administrator	Concepts completed by A&M class; street profile recommended
Master Plan – Hike/bike	Update and adopt Hike/Bike Master Plan – current plan was adopted in 2004	City Administrator, committee	Scheduled to begin Mid-year
Tourism Master Plan	Develop overall plan/approach for Tourism – Seek assistance from the Governor’s Office & Texas A&M	Bureau Director; Chamber of Commerce Board	Scheduled to begin October 1
Tourism Marketing Plan	Develop overall marketing plan for tourism	Bureau Director; Chamber of Commerce Board	Scheduled to begin mid-year
Master Plans – Thoroughfare Plan	The Thoroughfare Plan is outdated and is not a good tool during platting process;	Street Committee City Administrator	Scheduled to begin October 1
ETJ/Annexation Committee	Develop strategy, obtain necessary documents, knock on doors, execution documentation	BOA Committee, City Administrator	Schedule developed; annexing 2 properties
Master Plan – Parks	This plan needs review – 2004 plan; Establish committee to review	City Administrator, Committee	To be scheduled
Master Plan – Emergency Management	This plan needs review	Police Chief Fire Chief Emergency Mgmt Coordinator	Underway; reviewing by annex
Streets Maintenance Plan	Finalize planning document which includes priorities and ratings and streets	Street Improvement Committee; City Administrator	Data collected and needs to be organized into report format



**PROGRAM OF WORK  
FY 2015-16**

**CAPITAL INVESTMENT**

PROJECT	DESCRIPTION	PROJECT MANAGER	STATUS
Implement Main Street and Trails Grant (if received)	TAPS statewide grant \$26 million for <5,000 population	City Administrator	Applied; waiting for response
Streets Maintenance Program	5 year program: Crack seal and point repair annual program; hotmix and seal coat program as annual funded	Street Improvement Committee; City Administrator	On-going annual program
Wayfinding signage	Design, construct, and install wayfinding signage on Main Street. Solicit financial contribution for each business sign	Bureau Director; Chamber of Commerce Board	
Wastewater treatment plant and collection system	Design and build plant and collection system	City Administrator Wastewater Committee	Negotiating Wastewater Service Agreement; bonds issued; engineering contract signed and underway for Thomas Arnold and West Village
Wastewater grant (EDA), Main Street Collection Line	Design and build Main Street; administer EDA grant	City Administrator, Wastewater Committee	Applied for and received grant; signed engineering agreement; starting r-o-w entry, bonds issued
Amend wastewater plant permit	File permit revisions with the Public Utility Commission and or TCEQ	City Administrator	Begin upon receipt of permit
Administration building renovations	Complete renovation of municipal building	Street Maintenance, volunteers	Underway

**PROGRAM OF WORK  
FY 2015-16**

**ORDINANCES**

PROJECT	DESCRIPTION	PROJECT MANAGER	STATUS
Zoning Ordinance: Non-residential development standards	Committee: Re-write landscaping, non-residential standards	City Administrator, ordinance committee	Draft landscape ordinance ready for review; sign ordinance under review
Zoning Ordinance: Historic District standards	Re-write Historic District development standards	City Administrator, ordinance committee	Scheduled to begin mid-year
Street Specifications & profiles ordinance	Update street profiles and adopt by ordinance (currently only references Comprehensive Plan)	Streets Committee, City Administrator	Scheduled to begin October 1
Zoning Ordinance - Misc	Update miscellaneous provision – change in use, site plan, area regulations	Ordinance committee; City Administrator	To be scheduled by Committee
Subdivision ordinance	Ease process and steps, achieve clarity	Ordinance committee; City Administrator	To be scheduled by Committee
Certificate of Convenience and Necessity	Establish wastewater territory	City Administrator	Begins Oct.1 Engineering contract approved.
Technical Standards Manual	Update Technical Standards Manual that supports the Subdivision Ordinance	Ordinance Committee; Village Administrator	
Consolidated schedule of fees	Research surrounding city fees; Adopt fees that prevent negative budget impact	Ordinance committee; Clerk	To be scheduled



**PROGRAM OF WORK  
FY 2015-16**

**GENERAL ADMINISTRATION AND POLICIES**

PROJECT	DESCRIPTION	PROJECT MANAGER	STATUS	
Policy for establishment, scope, membership, and duration of Committees	Policy for establishment, scope, membership, and duration of Committees	Ordinance Committee	Scheduled for January completion	
Facility naming policy	Adopt policy for naming buildings, parks, and facilities	Village Secretary	Due in January	
Bureau Action Plan	Multi-year plan to increase Chamber activities and programs as well as Tourism Establish and implement recruitment program for new venues; Establish and implement recruitment program for meetings and retreats. Web Site improvement	Bureau Director; Chamber of Commerce Board; COC Board – Business Recruitment and Development Committee	Underway but activity will be increased starting Oct. 1	
Technology	Finalize security, records mgmt., shared; screen in Chambers	Municipal Court Clerk	Underway	
Records management. system	Scan documents into indexing system	Village Secretary	System established but scanning needed	
Website	Modernize website	City Administrator Village Secretary	Scheduled to begin October 1	
Police records mgmt.	Records management	Police Chief	Complete, renew 11-15	
Police Standards of Operation	Update SOPs	Police Chief	Scheduled to begin 10/01/15	
Personnel Policy Manual	Update personnel policy manual	HR Coordinator City Administrator, department heads	Draft ready for review	
Code enforcement	Philosophy, process, approach, priorities, form letters, record keeping	City Administrator, temporary worker	On-going	
Update Invest. Policy	Annual review and update	Investment Officer	Adopt in Oct.	
Update Purchase Policy	Update purchasing policy	AR/AP assistant; City Administrator, department heads	n/a	Scheduled to be considered 01/01/16
Development Checklists and flowcharts	Create checklists/ flowcharts for staff and developers/builders to accomp. smoother, predictable process.	City Administrator, temporary staff	n/a	Underway and on-going